

## 2023 CDOT Planning Application Guidance

### What Planning Funds are Available?

**Federal Transit Administration 5304 grants** provide funds for multimodal transportation planning, long and short-range planning, and transit-related support activities, such as transit planning, technical assistance, route planning, research, and demonstration projects.

**Zero-Emission Vehicle (ZEV) Transition Planning grants** are used to fund the development of agency plans, studies, and analyses to prepare for and accelerate the deployment of zero-emission transit vehicles and support the infrastructure, facilities, training, and organizational investments necessary to make such deployments successful.

### Who is Eligible to Apply?

**Federal Transit Administration 5304 grants.** Eligible applicants are MPOs, tribal governments, local governmental authorities, and operators of public transportation systems. If awarded, the applicant must meet the following eligibility criteria: sign annual Certifications and Assurances, certify compliance with all applicable federal and state regulations; create and/or maintain a Title VI plan and LEP plan.

**Zero-Emission Vehicle (ZEV) Transition Planning grants.** Eligible applicants include local public agencies, private non-profit entities, and tribal governments that provide public transit service and/or specialized transportation. Priority will be given to agencies without existing zero-emission fleet transition plans or analyses.

### What Types of Projects are Eligible?

**Federal Transit Administration 5304 grants** may be used for studies related to management, planning, operations, capital requirements, and economic feasibility; evaluation of previously financed projects; peer reviews and exchanges of technical data, information, assistance, and related activities in support of planning and environmental analyses among metropolitan planning organizations and other transportation planners; and similar and related activities preliminary to, and in preparation for, constructing, acquiring, or improving the operation of facilities and equipment.

**Zero-Emission Vehicle (ZEV) Transition Planning grants** may be used for the establishment of fleet transition targets and timelines; route analyses on anticipated initial or future ZEV deployments; financial assessments of budgetary impacts and required resources; consideration of workforce training and development needed to maximize safety and efficiency; consideration of facility modifications necessary for the safe operation and maintenance of ZEVs; consideration of depot and on-route charging needs; analysis of potential air quality, health, and economic benefits of ZEVs, including benefits to environmental justice and/or disproportionately impacted populations; coordination with utility partners, property managers, local governments, partner agencies, and other key stakeholders to ensure alignment and identify potential points of conflict; assessment of current and future vehicle capabilities, including target vehicle specifications that may trigger the start of the transition; and public engagement elements in support of the above.

## Is a Local Match Required?

### **Federal Transit Administration 5304.**

Yes, the local match is 20%. Local match can come from many sources, including state or local appropriations, tax revenues, private donations, revenue from service contracts, and income generated from advertising and concessions—provided its use as match is not prohibited or disallowed by that funding source.

### **Zero-Emission Vehicle (ZEV) Transition Planning grants.**

Yes, the local match is 10%. Cash match is strongly preferred, but in-kind match proposals will be considered if cash is not a viable option. Match relief may be granted only in special circumstances that would otherwise preclude an agency from participating in the program.

## What is the Typical Award Amount?

### **Federal Transit Administration 5304.**

The minimum award amount is \$15,000 and most awards do not exceed \$40,000.

### **Zero-Emission Vehicle (ZEV) Transition Planning grants .**

Awards will typically be in the range of \$25,000 - \$50,000 per project. Awards up to \$100,000 or more will be considered on a case-by-case basis but will require strong justification.

## How are Applications Scored?

### **Federal Transit Administration 5304.**

- Project Need & Readiness (45%)
- Financial Need & Readiness (45%)
- Consistency with FTA Program Goals (10%)

### **Zero-Emission Vehicle (ZEV) Transition Planning grants.**

- Project Need (35%)
- Project Benefit (35%)
- Geographic Equity and Access for Disproportionately Impact Communities (10%)
- Agency Capacity (10%)
- Application Quality (10%)

## When are the Applications Open?

### **Federal Transit Administration 5304 grants.**

Applications open on 7/5/2022 and close on 9/30/2022.

### **Zero-Emission Vehicle (ZEV) Transition Planning grants.**

Applications open on 7/5/2022 and close on 9/30/2022.

## How Do I Apply?

### **Federal Transit Administration 5304 grants.**

Applications need to be completed online using COTRAMS. If you do not have access to COTRAMS, please contact Emily Barden, [emily.barden@state.co.us](mailto:emily.barden@state.co.us), to request access. If you are a new applicant, you will first be required to complete a New Applicant Questionnaire to verify eligibility before gaining access to COTRAMS.

### **Zero-Emission Vehicle (ZEV) Transition Planning grants.**

Contact Michael King ([michael.king@state.co.us](mailto:michael.king@state.co.us)) for a fillable PDF application.

## What Else Should I Know?

For any projects that are related to the planning of facilities to be constructed, a Title VI equity analysis must be completed during the project planning stage to ensure the location is selected without regard to race, color, or national origin. You must engage in outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis must compare the site impacts on low-income and minority populations, and the analysis must occur before the selection of the preferred site.

FTA 5304 funding for projects in rural areas of the state are prioritized over urban areas because a separate FTA program, Section 5303, provides funding for planning projects in urbanized areas (with populations over 50,000). Since Section 5303 funding vastly exceeds that of Section 5304, CDOT does not generally consider requests for planning projects in urbanized areas under Section 5304, or will assign them a lower priority.

## What is the Schedule?

<b>Applications open</b>	7/5/2022
<b>Applications close</b>	9/30/2022
<b>Review, scoring and selection</b>	October 2022
<b>Award discussion and approval</b>	October 2022
<b>Budgeting and programming</b>	November 2022
<b>Statement of Work creation</b>	December 2022
<b>Shopping cart</b>	January 2023
<b>Subaward agreements completed</b>	February 2023
<b>Subaward agreements executed</b>	March 2023

## Who Should I Contact with Questions?

**Federal Transit Administration 5304 grants.**  
Brian Metzger, [Brian.metzger@state.co.us](mailto:Brian.metzger@state.co.us)  
Assistant Director, Transit Planning & Delivery

**Zero-Emission Vehicle (ZEV) Transition Planning grants.**  
For questions related to the application or program requirements, and to obtain the application, contact Michael King, Assistant Director of Electrification and Energy, [michael.king@state.co.us](mailto:michael.king@state.co.us)